Groups: Create user groups and groupings in a course

eThe groups feature allows an instructor to assign students to one or more groups for the entire course or for individual activities. With Group Messaging turned on, members of a group can easily contact all other members.

Within various activities and resources in AsULearn, the Teacher can make particular items group aware, while not affecting others. It is also possible to force everything in the course to be group aware. If you are not certain about what will work best, please contact your ITC college consultant for additional information.
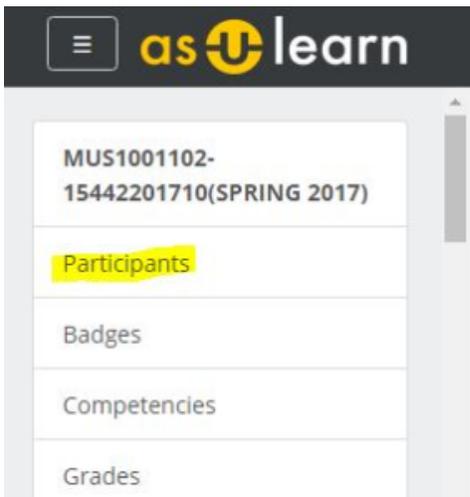
On this page

See Moodle documentation on Groups

> ⓘ *Be sure to change settings for **gear** menu > **Edit settings** > **Groups** to enable using groups.*
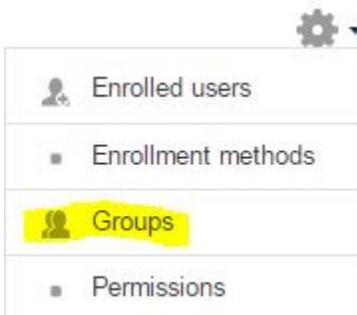

Step-by-step guide

To create groups in an AsULearn course, follow these steps.

1. From the course homepage, open the **drawer** by clicking the 3-line **hamburger** icon (top left), and select **Participants** from the menu.

2. At the top right of the **Participants** window, click the **gear** icon, and select **Groups** from the menu.

3. On the **Groups** page, there are 3 ways to create a group. The sections below describe each.

ℹ️ The number in parentheses by the Group name indicates how many members are currently in the group. When a Group is selected on the left, the current members are listed on the right.

Create group manually

1. Click **Create group** button.

2. Type a **Group name** and an optional **Group description**.

3. Select **Yes** if you want to turn on **Group messaging**.

4. Optionally you can upload a picture for the group identity.

5. Click **Save changes**, then you will need to **Add/remove users** to the group (see below).

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Auto-create groups

1. From the main Groups page, click the **Auto-create groups** button.

2. Specify a **Naming scheme**: enter text with either **@** (to enumerate with letters A, B, C...) or **#** (to enumerate with numbers 1, 2, 3...); example, **Group @** results in *Group A, Group B, Group C...*; **Team #** results in *Team 1, Team 2, Team 3...*

3. **Auto create based on**: **Number of groups** (divide the member pool into the number of groups specified in the next field) or **Members per group** (create groups with the specified number of members in the next field).

4. **Group/member count** indicates the number for your selection in the previous field.

5. **Select members with role** to include **All** participants in your course (including Teachers) or only those with the selected role.

6. **Select members from group** to create groups from an existing group, that is, create subgroups.

7. Select how to **Allocate members**: Randomly or in order as selected.

8. Specify **Grouping of auto-created groups**: **No grouping**, an existing grouping, or a **New grouping** (enter the Grouping name in the next field).

9. Click the **Preview** button to see the groups generated based on your settings. Adjust settings if necessary.

10. Click the **Submit** button to create the groups.

Import groups

Groups (but not members of the groups) can be created from an imported text file formatted as a CSV (comma-separated values) file. see the Moodle documentation here.

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Add or Remove Members to Group

For groups created manually or by importing, members must be assigned to the groups.

1. From the main Groups page, click on a Group in the left column, then click the **Add/remove users** button below the right column.

2. Participants in your course that are not already members of the selected group are listed in the **Potential members** list. Click on a participant's name. If the participant is a member of another group, that group will be displayed in the **Selected user's membership** column.

3. Click the **< Add** button to add the participant to the group.

4. Click on a name in the **Group members** list and then click **Remove >** to take that course participant out of the group.

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Delete an Existing Group

To delete an existing group:

a. From the main Groups page, click on a Group in the left column (or cntrl-click to select multiples), then click the **Delete selected group** button below.

Metacourse users!

Note for metacourse users who intend to use groups: Before you add course meta links to your master section, you should make a group in your master section (for example, a group called '101' if that's the section where you place your content), and put all the users currently enrolled in that section in that group. The course meta link process will allow you to automatically add the students from other sections into their own group during the meta link process.
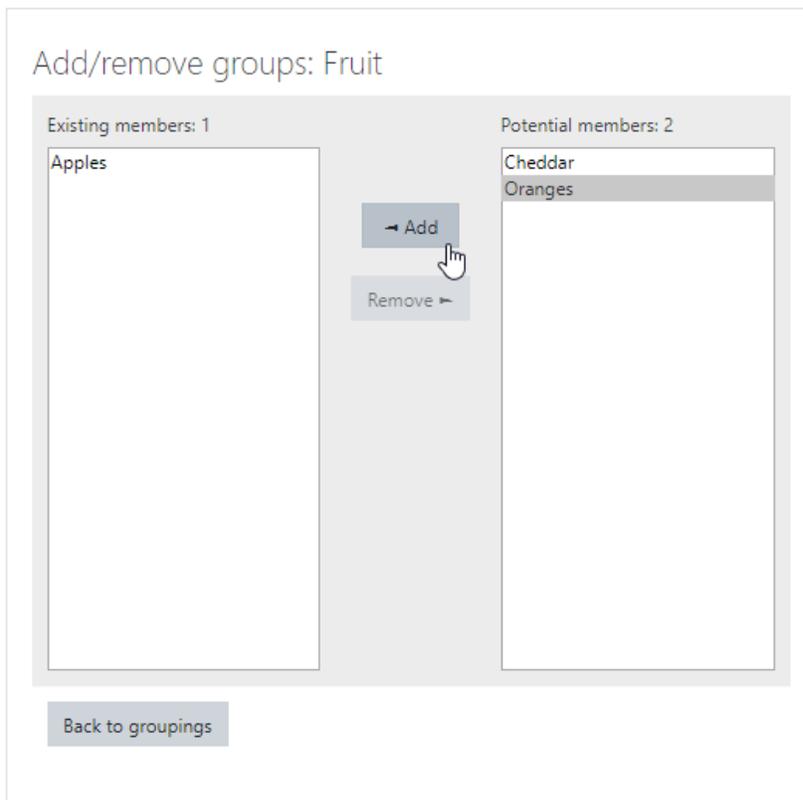
Groupings

A grouping is a group of groups, that is, a group is a division of groupings; so this taxonomy is created in reverse.

1. From the main Groups page, select the **Groupings** tab at the top.

2. Click the **Create grouping** button.

3. Enter the **Grouping name** and an optional **Grouping description**, then click **Save changes**.

4. The Grouping is shown in the table. *In the image below the **Apples** group has already been added to the **Fruit** grouping.*
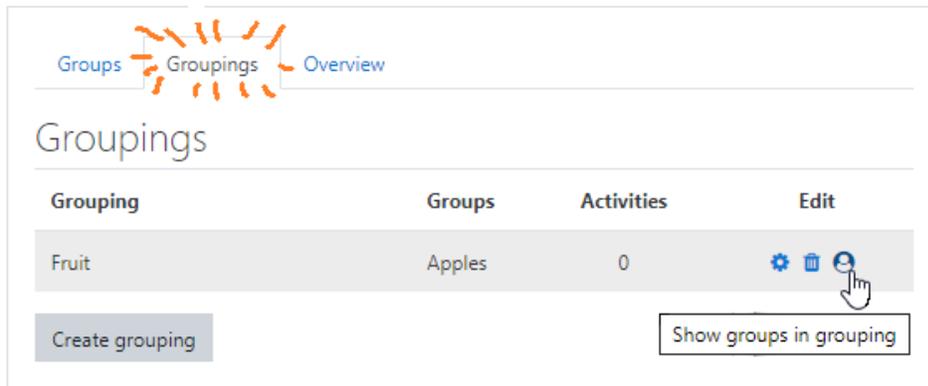
- Click the **gear icon** on the far right to edit the Grouping (name, description).
- Click the **trashcan icon** to delete the Grouping. This will not delete the groups associated with it.
- Click the **person icon** to specify the **Groups** to be included in the Grouping (next step).

5. Click a group listed under **Potential members**, then click **< Add** to move the group to the **Existing members** of the grouping.

Click a group listed in **Existing members**, then click **Remove >** to move the group out of the grouping.

6. When you have added all the groups, click the **Back to groupings** button.

Where groups can be selected for activities or messaging, a grouping can be selected to include all those in the groups that belong to it.

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Overview tab

Click the **Overview** tab on the Groups page to see all your groupings and groups with their members as well as participants who are not in a group.

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